APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE

3. Dept., Division, Subdivision & Administering Office Address

Department of Transit Operations
Transportation Division
Security Department
125 Pine St. N. E.

FOR RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
JUL - 6 1977	77-191	JUL - 8 1977

1. Application	2. Dept. Application No.

4. Person to Contact	5. Working Title	6. Telephone Number
A. C. Brasill or J. L. Waters	Manager of Security	586-5355

7. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

8. Dates of Series

Earliest	Latest
1972	present

9. Records Series Title *(followed by title used in office; if different)*

Disturbances and Threats During Bus Operations Report File

10. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

see attached

11. Record Series Description — This file contains the following documents *(include form numbers and titles, if any):*
Attach samples of the file.

Documents relating to: investigating

reports of minor disturbances and threats made toward bus operators and passengers during bus operations

Included are:

Report of Disturbances (Form 0407) containing full report of incident and disposition of case.

File is arranged:

monthly

12. Monthly Reference Rate — How often are records referred to which are:

One to six months old ___10___ ; Seven to twelve months old ___0___ ; Thirteen to twenty-four months old ___0___ ;

twenty-five months and older ___0___ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers ___1___ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

3012 (3/76)

YES	NO	14. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series? If not, where is it?
	✓	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	✓	c. Is this a vital record?
	✓	d. Does this series have historical or long term research value?
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	✓	f. Is the information contained in this series ever published? If yes, attach copy.
	✓	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series *(or a major portion of it)* regularly microfilmed?
	✓	j. Does the record series result in a computer printout?

15. Retention Requirements   ↓   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.
b. Statute of limitation _____4_____ years.   e. Administrative need _____ years.
c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year;   ☐ Fiscal Year;   ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____1____ year(s); then
☒ Transfer to local holding area; hold ___3___ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other *(Specify)*

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved Department Records Management Officer	Date	Approved Legal Counsel	Date
John J Welsh	6-14-77	Wayne Kurtz	6-22-77
Approved Division Head/Designee	Date	Approved Division of Audit	Date
J. B. Duvall	6-14-77	Albert Smith	6/27/77
Approved Department Head/Designee	Date	Approved Department of Archives and History	Date
John J Welsh	6-23-77	Carroll Hart	7-7-77
Approved Records Management Analyst	Date	Approved MARTA Management Advisory Committee	Date
Taylor McHair	6-23-77		